



Instructions for Completing Environmental Protection Agency  
Position Description Coversheet

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| 1. Enter the position number used by the agency for control purposes.   | 21. Select "Yes" or "No".  |
| 2. Select one.  | 22. Select "Yes" or "No".  |
| 3. Select one:<br>* New - the position has not previously existed.<br>* Redescription - the duties and/or responsibilities of an existing position are being changed.<br>* Reestablish - the position previously existed, but had been cancelled.<br>* Other - covers such things as change in title or occupational series with change in duties or responsibilities.<br>The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replace by position number, title, pay plan, occupational | 23. Enter the Full Performance Level of the position.  |
| 4. Enter geographic location by city and State (or by city and country if position is in a foreign country).  | 24a. Enter the Official Position Title, Pay Plan, Occupational Code, and Grade of the position.  |
| 5. Enter the Duty Station if different than Employing Office Location.  | 25. Enter the Organizational Title of the position if different from the Official Title.   |
| 6. Enter the Bargaining Unit Status code.   | 26. Enter the name of the Employee; if vacant, enter "Vacant".   |
| 7. Select one. If the position is a Career Ladder then select "See Remarks" and annotate the Grade and FLSA progression in #31 Remarks.   | 27a. (Enter the 1st Tier Org Code and Org Description. For example, H0000000 Office of Mission Support.  |
| 8. Select one.  | 27b. Enter the 2nd Tier Org Code and Org Description, if applicable. For example, HB000000 Office of Management and Administration - Cincinnati. |
| 9. Enter up to three (3) cybersecurity codes.   | 27c. Enter the 3rd Tier Org Code and Org Description, if applicable. For example, HBA00000 Human Resources Management Division.                  |
| 10. Select one  | 27d. Enter the 4th Tier Org Code and Org Description, if applicable. For example, HBAB0000 Headquarters Operations Branch.                       |
| 11. Select one.   | 27e. Enter the 5th Tier Org Code and Org Description, if applicable.   |
| 12. Enter the Competitive Level Code determined by the agency.  | 28a. Enter the Name and Title of the Immediate Supervisor, and apply electronic signature and date in the space provided below.                  |
| 13. Enter the Competitive Area determined by the agency.  | 28b. Enter the Name and Title of the Higher-Level Supervisor or Manager, and apply electronic signature and date in the space provided below.    |
| 14. Select "Yes" or "No".   | 29a. Enter the Name and Title of Official classifying the position, and apply electronic signature and date in the space provided below.         |
| 15. Enter Extramural Percentage.  | 30. Enter the position classification/job grading standard(s) used and the date of issuance.   |
| 16. Functional Class Code.  | 31. This section may be used for additional coding requirements or for any additional remarks.   |
| 17. Select "Yes" or "No".   |  |
| 18. Select one.   |  |
| 19. Select one.   |  |
| 20. Select one.   |  |

**PROGRAM ANALYST  
GS-0343-13**

**POSITION SUMMARY:**

As Senior Program Analyst you will:

- Design and conduct comprehensive management studies to identify and propose solutions to complex or controversial management problems with far-reaching scope or impact to a broad range of program operations;
- Develop and apply analytical approaches, methodology, concepts and techniques to plan and carry out studies/projects to lead the organization in program planning, measurement or progress evaluation;
- Revise current or proposed policies, laws, regulations or administrative procedures with far-reaching scope and impact and make decisions and recommendations which significantly change, interpret or develop important Agency programs;
- Gather and evaluate programmatic data to develop complete decision packages, staff studies, recommendations, and special reports and prepare executive briefings and similar materials for use by management in carrying out and reporting on program accomplishments.

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**MAJOR DUTIES AND RESPONSIBILITIES:**

**DUTY 1**

**25%**

**Design and conduct comprehensive management studies to identify and propose solutions to complex or controversial management problems with far-reaching scope or impact to a broad range of program operations.** Projects typically involve development of new approaches to identifying meaningful workload factors and performance quality levels, and determining accurate measurement techniques. Conduct projects and studies to evaluate performance, progress, program status and trends in area of specialization against approved missions, schedules, goals, objectives, and measures of performance. Develop detailed plans, goals, and objectives for the long-range implementation and administration of the program, and develop criteria for evaluating the effectiveness of the program. Prepare recommendations for policies to change the way programs are carried out and evaluates the content of new or modified legislation for projected impact upon agency programs and resources. Translate basic legislation into program goals, actions, and services.

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**DUTY 2**

**25%**

**Develop and apply analytical approaches, methodologies, concepts and techniques to plan and carry out studies/projects to lead the organization in program planning, measurement, or progress evaluation.** Develop long-range program plans, goals, objectives,

and milestones, to evaluate the effectiveness of programs conducted throughout the organization. Identify and develop ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives (e.g., the delivery of program benefits or services). Studies and analyses are of such scope that they frequently require a team effort. Plan, evaluate, coordinate, and integrate activities with other applicable staff elements and functions.

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### **DUTY 3**

**25%**

**Revise current or proposed policies, laws, regulations or administrative procedures with far-reaching scope and impact and make decisions and recommendations which significantly change, interpret or develop important Agency programs.** Develop approaches to best implement requirements, resolve issues, define the nature and scope of any problem areas, and communicate potential areas to improve effectiveness and efficiency of program operations. Develop administrative regulations or guidelines for the conduct of program operations and develop new criteria for measuring program accomplishments. Identify and develop data required for use in management and direction of programs. Uses initiative to keep current with all changes to governing regulations, laws, directives, circulars, policies, and procedures that impact, or could impact, assigned areas. Maintain an understanding of program goals and objectives, the sequence and timing of key program events and milestones of the mission of the organization and other related programs.

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### **DUTY 4**

**25%**

**Gather and evaluate programmatic data to develop complete decision packages, staff studies, recommendations, and special reports and prepare executive briefings and similar materials for use by management in carrying out and reporting on program accomplishments.** Collect, evaluate, and develop executive summaries, metric data, performance plan data, and annual report data for assigned areas. Utilize expert application of qualitative and quantitative methods for the assessment and improvement of program effectiveness. Identify meaningful performance indicators, quality levels and determine accurate measurement technique. Prepare presentations and briefings on studies/analyses/evaluation results, in support of the overall program requirements, as assigned. Prepare, present, and defend data developed for this purpose.

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### **Area of expertise or other related information:**

Executes a wide range of advanced HR principals, concepts, and practices, and consultative skills in order to provide management advisory services involving a variety of HR functions to the OTAQ HR Officer.

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## **FACTOR LEVEL DESCRIPTIONS:**

### **Factor 1 - Knowledge Required by the Position**

**Level 1-8 (1550 points)**

Mastery knowledge of and skill in applying a wide range of analytical and evaluative methods and techniques for assessing program development, execution, and improving organizational effectiveness and efficiency. The senior analyst serves as an expert and authority in extending existing approaches and applying new developments to investigate critical problems or in making decisions and recommendations, which significantly change, interpret, or develop important Agency programs.

Mastery knowledge of and skill in applying a wide range of methods used to gather, analyze, and evaluate information concerning complex management and administrative processes, draw conclusions, and recommend appropriate action.

Comprehensive knowledge of pertinent laws, regulations, policies, directives, and precedents which affect the use of program and related support resources (people, money or equipment in the area studied.)

Comprehensive knowledge of agency programs and functions, policies, objectives, and issues, and their relationship to other federal/state/local government entities sufficient to analyze and evaluate methods and techniques for program development, execution and improvement.

Knowledge of and skill in preparing project papers, staff reports, and oral briefings to encourage understanding and acceptance of findings and recommendations.

### **Factor 2 - Supervisory Controls**

**Level 2-4 (450 points)**

The supervisor outlines overall objectives and available resources. Within a framework of priorities, funding and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to do done, the scope of the project, and deadlines for completion. The employee is responsible for planning and carrying out assignments, coordinating the work with others, interpreting policy in terms of feasibility and compatibility with other work, and the initial application of new methods.

The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

### **Factor 3 - Guidelines**

**Level 3-4 (450 points)**

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of the results desired, but do not go into detail as to the methods used to accomplish the project.

Administrative guidelines usually cover program goals and objectives of the employing organization such as productivity targets. Within the context of broad regulatory guidelines, the employee may use initiative and resourcefulness to refine or develop more specific guidelines such as implementing methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs.

**Factors 4 - Complexity**

**Level 4-5 (325 points)**

The work consists of projects or studies which require analysis of interrelated issues of effectiveness, efficiency and productivity to a broad range of mission-oriented activities. Decisions regarding what needs to be done are complicated by conflicting program goals and objectives which may derive from changes in guidelines and variations in the demand for program services. Work is further complicated by the need to handle subjective concepts such as value judgments. The employee develops new approaches to program evaluation which serve as precedents for others.

**Factor 5 - Scope and Effect**

**Level 5-5 (325 points)**

The purpose of the work is to analyze and evaluate major administrative aspects of mission-oriented programs. Work involves providing expert administrative guidance and the leadership necessary to resolve matters which are very complex or controversial, or which set general precedent. Work involves delicate coordination to resolve problems impacting the accomplishment of principal program goals and objectives. Completed assignments typically have major consequences involving prominent and fundamental matters with the potential for far-reaching impact. The work may require the development of administrative guidelines, detailed strategies, or new criteria for measuring program achievement.

**Factors 6/7 - Personal Contacts/Purpose of Contacts**

**Levels 3c (180 points)**

Personal contacts are generally within the Agency and organizations being studied, but may include those outside the agency who are consultants, contractors, or employees of other government organizations in a moderately unstructured setting.

The purpose of the contacts is to gather information, provide or request advice and guidance on plans/proposals, interpret policy/regulations or present controversial observations, findings or recommendations. Contacts often require persuasion and diplomacy in order to reach agreement and resolution.

**Factor 8 - Physical Demands**

**Level 8-1 (5 points)**

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items and may involve travel to other locations. No special physical demands are involved in performing the work.

**Factor 9 - Work Environment**

**Level 9-1 (5 points)**

PD# SA00020

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings. The work area is adequately lighted, heated and ventilated.

**TOTAL POINTS: 3290**

**GS-13 Grade Range: 3155-3600**

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**FLSA:** Exempt

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## POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization:	
Position Title:	
Pay Plan/Series/Grade (Full Performance Level):	
Service Agreement Number (SAN):	
Supervisor Name:	Supervisor Phone Number:
Supervisor Signature:	

### STANDARDIZED POSITIONS

Position Title
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### NON-STANDARDIZED POSITIONS

*For All Non-Standardized positions, provide the following information:*

1. Does the position require access or eligibility for access to classified information?	Yes	No										
2. Does the position involve National Security duties?	Yes	No										
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	Yes	No										
4. Does the position involve public contact/interaction/liaison duties?	Yes	No										
<table border="0"> <tr> <td>Federal Agency</td> <td>Interest Groups</td> <td>Agency</td> <td>Local Agency</td> <td>Tribal Government</td> </tr> <tr> <td>Academia</td> <td>Private Industry</td> <td>State</td> <td>Media</td> <td>General Public</td> </tr> </table>			Federal Agency	Interest Groups	Agency	Local Agency	Tribal Government	Academia	Private Industry	State	Media	General Public
Federal Agency	Interest Groups	Agency	Local Agency	Tribal Government								
Academia	Private Industry	State	Media	General Public								
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	Yes	No										
If Yes, Explain:												
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	Yes	No										
If Yes, Explain:												
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	Yes	No										
If Yes, Explain:												

*\*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.*